



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Appointment Process – Advisory Committees, Commissions and Board of Variance	NO. ADMIN - 40
<p>POLICY</p> <p>This policy provides guidelines for the annual recruitment process for Commissions, Committees, the Board of Variance, and other appointments of Council (“committees”).</p> <p>PROCEDURE</p> <ol style="list-style-type: none">1. Terms of appointments for committees shall run from September to June.2. Annually following the approval of Council’s Strategic Plan, staff reviews appointments to determine which terms are due to expire in June of that year.3. Staff advises members whose terms are due to expire and request that they submit a letter or email indicating whether they are interested in seeking reappointment.4. Staff prepares a report to Council for consideration at an <i>In Camera</i> meeting. Council ratifies which members are to be reappointed.5. Staff publishes an advertisement in the Victoria News and includes Notice on the Township’s website outlining any committee appointment opportunities remaining.6. Applicants are required to submit a completed Township application form along with a detailed resume outlining qualifications, volunteer experience, and other current community affiliations.7. Staff prepares a report to Council for consideration at an <i>In Camera</i> meeting, including copies of all applications submitted.8. Council conducts brief interviews with each of the short-listed applicants at an <i>In Camera</i> meeting.9. Council ratifies appointments at the <i>In Camera</i> meeting.10. Council rises and reports on the appointments and reappointments at a subsequent open meeting. <p><u>Disqualification from Appointment:</u></p> <ul style="list-style-type: none">• A person who is a Municipal employee of Esquimalt is not eligible to be appointed to a Commission, Committee, Board, or other appointment of Council.	

EFFECTIVE DATE: May 25, 2015	APPROVED BY: Council	REFERENCE: ADM-15-021	AMENDS NO. December 3, 2012	PAGE 1 OF 1
--	--------------------------------	---------------------------------	---------------------------------------	--------------------